

Magistrate Court - Daily Deposit Verification Worksheet

Originating Clerk (Please Print Name) _____

Verifying Clerk (Please Print Name) _____

Originating Court: _____

Verifying Court: _____

| | |
|---|---|
| Step #1: Run Daily Balancing Reports | Step #1: Review Banking Report and Mail Log. Match to Deposit Slip. |
| Step #2: Prepare Deposit Slip | Step #2: Fill out worksheet below. Be sure to note any problems or comments. |
| Step #3: Fill out the worksheet below and fax with Banking Report, Deposit Slip and Mail Log | Step #3: Fax confirmation back to court. |
| Step #4: Attach fax confirmation to this worksheet | Step #4: Attach fax confirmation to this worksheet. |
| Step #5: After you receive final confirmation, take deposit to the bank. | |

Repeat Steps 1-4 as many times as needed.

SEGREGATION OF DUTIES - DAILY DEPOSIT/MAIL LOG VERIFICATION

| | |
|-----------------------|--------------------|
| Daily Deposit Date: | Verification Date: |
| Daily Deposit Amount: | Amount Verified: |
| Shortage/Overage: | Shortage/Overage: |
| Comments: | Comments: |
| | |
| Signature: | Signature: |
| | |

AFTER YOU OBTAIN A DEPOSIT RECEIPT FROM THE BANK

| | |
|---|--|
| Step #6: Fill out the bottom portion of the form. Fax worksheet and the deposit receipt from the bank to the verifying court | Step #5: Review faxed bank deposit receipt and confirm it matches the original banking report and deposit slip. |
| Step #7: Attach fax confirmation to worksheet. | Step #6: Fax completed worksheet to originating court and attach fax confirmation to completed worksheet. |
| Step #8: Attach completed worksheet and fax confirmation sheets to daily deposit. | Step #7: Mail all verification worksheets/fax confirmation sheets monthly to AOC/Fiscal Division. |
| Step #9: Mail all verification worksheets/fax confirmation sheets with your monthly report. | |

| | |
|---------------------------|--------------------------------|
| Confirm Amount Deposited: | Date Deposit Receipt Received: |
| Signature: _____ | Deposit Amount Verified: |
| | Signature: _____ |